

Grants Online Reminder Notification Schedule

Document Types	Notification Name	Bundling	Notification sent to:	Notification cc:	First Notification Schedule	Subsequent Notification Schedule
PPR	Advance Reporting Notification for Project Progress Reports	One per report	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	Federal Program Officer	15th of the month for all reports with reporting periods that end within the next 6 weeks	All reports will receive 2 advance notifications: one on the 15th of the month 6 weeks before the end of the reporting period and then on the 15th of the next month which should be about 2 weeks before the reporting period ends.
PPR	Project Progress Report Due Notification	One per award listing all reports with "Not Delinquent" status	Recipient Investigator* * If no Recipient Investigator listed, then Authorized Representatives and Recipient Administrators	Federal Program Officer	2nd of the month for reports with status of "Not Delinquent"	22nd of the month for reports with status of "Not Delinquent" and due within 12 days
PPR	Delinquent Project Progress Report Acceptance Notification	One per report with "Submitted" status	1. Assigned Federal Program Officer on Award 2. Federal Program Officer assigned to review the PPR	1. Optional Program Officer Reviewers with open tasks 2. GMAC Representative* * only if report has been in Program Office for more than 60 days	31st day after report was submitted	Every 10 days
SF-269 SF-272	Advance Reporting Notification for Federal Financial Reports	One per recipient listing all reports with reporting periods ending within next 45 days	Recipient Business/Financial Representatives* * If no Recipient Business/Financial Representative listed, then Authorized Representatives and Recipient Administrators	Recipient Investigators	15th of the month for all reports with reporting periods that end within the next 6 weeks	All reports will receive 2 advance notifications: one on the 15th of the month 6 weeks before the end of the reporting period and then on the 15th of the next month which should be about 2 weeks before the reporting period ends.
SF-269 SF-272	Federal Financial Report Due Notification	One per award listing all reports with "Not Delinquent" status	Recipient Business/Financial Representatives* * If no Recipient Business/Financial Representative listed, then Authorized Representatives and Recipient Administrators	Federal Program Officer	3rd of the month for reports with status of "Not Delinquent"	22nd of the month for reports with status of "Not Delinquent" and due within 12 days
PPR SF-269 SF-272	Delinquency Notification	One per award listing all reports with "Delinquent" status	1. Federal Program Officers 2. Recipient Investigators 3. Authorized Representatives 4. Recipient Business/Finance Representatives* *only if there are delinquent financial reports	None	1st of the month (except for March when it will go out on the 3rd of the month.) Reports that were submitted but returned to the Recipient for revision and have been with the recipient for more than 30 days will be listed as delinquent.	
PPR SF-269 SF-272	Notice of Enforcement	One per award containing a PPR or FFR report in one of the following states: 1. With "Delinquent" status for 15 days or more or 2. Not resubmitted for 30 or more days for returned reports	Grants Specialist	1. Federal Program Officer 2. Recipient Authorized Representative* * will be copied only on the first notice sent	1st of the month	16th of the month